



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

July 12, 2012

MEMORANDUM

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Carol Wolenberg, Deputy Superintendent *Carol*

SUBJECT: Electronic Version of the DS-4168 Form Release

The Michigan Department of Education and the Center for Educational Performance and Information (CEPI) are pleased to announce that the electronic version of the DS-4168 is now available through the Educational Entity Master (EEM) application.

Users with access to the new application will notice a link titled 'Days & Clock Hours' in the left navigation within the EEM application. Access to this application is controlled, and all users (new and existing) must complete the 'EEM Security Agreement' prior to having access to the new application. If you cannot find the Days & Clock Hours (D/CH) application link within EEM, please verify that a security agreement was completed, and that it included access to the Days & Clock Hours application as part of the request. If you have not requested access to the D/CH application, you may do so now via the following link:
http://mi.gov/documents/cepi/20080925_EEM_security_251199_7.pdf

All districts will be required to use this form to report their instructional days and clock hours for the 2011-12 school year, as well as going forward. Districts should inform intermediate school district officials as to how they plan to coordinate data entry for this year, as well as of their approximate timeline for completion. The data certification process remains similar to that used for the paper form. Local districts submit their days and clock hours information to their intermediate district for review, which is then followed by the intermediate district submitting a certified copy to the Department as final.

Reporting of days and clock hours of pupil instruction is required under Section 101(3) of the State School Aid Act, and must be completed by all local school districts, public school academies, as well as by intermediate school districts that operate alternative education programs or claim FTE for Special Education Early Childhood programs.

If you have questions or concerns regarding access to this system, please contact CEPI Support at CEPI@michigan.gov. If you have general questions regarding this application or the 2011-12 collection, please contact Brian Ciloski at CiloskiB@michigan.gov or 517-373-3352.

cc: Michigan Education Alliance

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
NANCY DANHOF – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER
RICHARD ZEILE – NASBE DELEGATE • KATHLEEN N. STRAUS
DANIEL VARNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324